

2 July 1975

MEMORANDUM FOR: All Branches, Staff and Divisions

SUBJECT : Part Time Academic Training -  
1975 Fall Semester

REFERENCE : OTR Special Bulletin No. 14-75  
dated 3 June 1975

1. Employees requesting sponsorship for part-time academic training at local colleges or universities during the 1975 Fall Semester, except for the Agency Off-Campus Program, should follow the following instructions:

a. By 21 July 1975 submit Form 136, "Request for Training at Non-Agency Facility," to St/A. The form is to be completed in accordance with the attached sample. Any requests for advance of funds received by the Office of Training past their due date will ~~be~~ be handled on a reimbursement basis only.



c. Submission of Grade Reports. As soon as possible following completion of training, grade reports, as proof of satisfactory course completion, will be submitted through the Division Chief to St/A/ER by the employee. Individuals will be notified by St/A if grade reports are outstanding for courses previously taken. Tuition advances are not normally made when grade reports are outstanding.

2. Personnel are invited to make use of the training materials (catalogs, brochures, etc.) available in the OER Administrative Staff and, in addition to the guidance and direction normally provided by their immediate supervisors on training, to avail themselves of the assistance of the OER Training Officer on training matters.



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Chief  
Administrative Staff, OER

CONFIDENTIAL

(When Filled In)

Approved For Release 2001/07/28 : CIA-RDP78-03090A000100170016-5

REQUEST FOR TRAINING AT NON-AGENCY FACILITY

1. TYPE E 2. REQUEST NO. (OTR use only)

25X1A

3. EMP. SER. NO.	4. NAME (Last, First, Middle Initial)	5. SEX	6. YOB	7. ORIG. EOD	8. OFFICE	9. GRADE	10. SD	COURSE DATES (Digits only)	
		M	47 02 70		OER	09	IR	09 10 75	12 22 75
13. EMP. COMB.		PT							

23. TITLE OF COURSE  
19.510 Cost-Benefit Analysis

24. TRAINING FACILITY AMERICAN UNIVERSITY  
25. LOCATION OF TRAINING Washington, D. C.

26. DESCRIPTION OF COURSE  
Theoretical and methodological alternatives in identifying the economic and non-economic costs and benefits of development projects.  
Instructor: Mr. Tanzi  
Graduate Course, 3 credit hours  
Credits will be used toward a degree. Will not involve duty hours.

26a. SPECIFIC OBJECTIVES AND LEVEL OF PROFICIENCY TO BE ATTAINED (relate to assignment)  
My current assignment involves in-depth research of the economics of several Far Eastern countries. The requested course should provide me with the background necessary to analyze various development projects in these countries.

27. ADDITIONAL INFORMATION (Social Security No., unclassified job title, home address, etc.)

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28. APPLICANT'S TITLE Area Economist	EXTENSION	29. ESTIMATED COSTS (OTR use only)
		REGISTRATION/TUITION FEES \$
30. I CERTIFY FUNDS ARE AVAILABLE		TRANSPORTATION
OBLIG. REF. NO.	CHARGE PROJECT NO.	PER DIEM
		OTHER
DATE	SIGNATURE	TOTAL \$

SAMPLE

31. APPLICANT	YES	NO	CCS USE ONLY
HAS COVER			X
WILL USE COVER FOR THIS TRG.			X

SIGNATURE DATE

32. If I fail to complete this training, I understand I may be required to reimburse the agency for the cost of the training.

33. I INTEND TO MAKE THE AGENCY A CAREER. IF REQUIRED, I WILL SIGN A TRAINING AGREEMENT.

34. TRAINEE

25X1A

35. CAREER SERVICE BOARD APPROVAL

36. REQUESTED TRAINING IS CONSIDERED IN CONSONANCE WITH EXISTING REGULATIONS.

37. CCS CONCURRENCE (only if item 31 is affirmative)

38. OTR APPROVAL

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